



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

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February 1, 2014

TO: School Districts and Educational Service Districts

- Superintendents
- Special Education Directors
- Medicaid Coordinators
- Licensed Servicing Providers

FROM: Jim Harvey, Ed.S., BCPC-ABPC
School-Based Healthcare Services Program Specialist
Community Services, Health Care Services

SUBJECT: Clarification on Signature Requirements for Documenting Treatment Activities – School-Based Healthcare Services (SBHS) Program

In recent program monitoring activities and technical assistance visits between the Health Care Authority (HCA) and participating school districts, HCA identified what appears to be a significant misunderstanding by some district employees concerning documentation requirements and signatures. This memo provides clarification regarding what is required when documenting treatment activities and submitting a bill to the SBHS program.

Treatment notes must comply with [WAC 182-537-0700](#) and [182-502-0020](#) to justify services and billing. An original signature of the licensed provider must be on the treatment notes for each date of service billed. If a licensed physical therapy assistant, certified occupational therapy assistant, speech-language pathologist assistant, licensed practical nurse, licensed mental health counselor associate provided the service their supervisor must co-sign with an original signature in accordance with their supervisory requirements for that provider type. This includes registered nurses co-signing for services performed by a licensed practical nurse.

Treatment notes submitted to HCA in support of claims must be maintained by the district for six years. The notes must include:

1. A descriptive narrative of activities and interventions involved;
2. Child's name, date of birth, and ProviderOne identification number;
3. Date of service, actual time-in and time-out, and the number of billed units for the date of service;
4. Indication if the treatment was individual or group therapy; and
5. The licensed provider's original signature, title, and National Provider Identifier (NPI) number.

Electronic signatures are allowed only on electronic applications, enrollment forms, and eligibility documents in accordance with [RCW 41.05.014](#). This requirement does not authorize the use of electronic signatures on treatment notes.

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If you have any questions or need additional information, please refer to:

- [Medicaid Customer Services](#) or call 1-800-562-3022 for Medicaid related questions.
- [Provider Relations Unit](#) for questions related to ProviderOne or assistance enrolling licensed servicing providers.
- [Jim Harvey, Program Specialist](#) or call 360-725-1153 for program policy questions or additional clarification regarding this memo.
- [SBHS website](#) for additional program updates, training opportunities, resources and forms.

cc: Todd Slettvet, Community Services Section Manager, HCS, HCA
Stacey Bushaw, Family Health Care Services Section Supervisor, HCS, HCA
Doug Gill, Office of Superintendent of Public Instruction
Rebecca Kirby, Office of Superintendent of Public Instruction